

**INDIANA
WORKFORCE
DEVELOPMENT**



TO: Program Directors,
Managers and Supervisors

FROM: Alan D. Degner, Commissioner

DATE: April 9, 2003

SUBJECT: DWD Policy 2002-27

Frank O'Bannon, Governor
Alan D. Degner, Commissioner

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Purpose: The purpose is to reiterate policy and procedures necessary for the creation of new or revised forms.

Recission: C96P-2174

Effective Date: Immediately

Review Date: April 9, 2005

Ownership: DWD Office Services

Content: With the PC environment, forms are being created, copied on copiers, placed on the Admin LAN, Internet, and used with disregard of proper procedures. This communication explains the policy and procedures for the creation and revision of forms.

The Indiana Code defines a form as follows: "Form means every piece of paper, transparent plate, or film containing information, printed, generated, or reproduced by whatever means, with blank spaces left for the entry of additional information to be used in any transaction involving the state."
[Emphasis added]

Any form used in state government business must be approved by the Indiana Commission on Public Records, State Form Management Division, and assigned a State Forms number by them according to Indiana Code 5-15-5.15. Rick DesJarden in Office Services acts as the DWD liaison in obtaining the necessary approvals.

NEW FORMS

Assistance in design, layout, and preparation of the proposed form is available from Rick DesJarden. The form may be created by an individual and forwarded to Rick for obtaining approval by the Indiana Commission on Public Records before it is used. A sample draft of the potential forms must be sent with a Print Request (Form 2800) to Rick DesJarden, Office Services, RM 016, 10 N. Senate Avenue, Indianapolis IN 46204. To eliminate multiple versions of the same or similar form, forms are standardized for use by all field offices; therefore, appropriate DWD program area approval is necessary before a new form can be processed and used. Rick will obtain the Indiana Commission's approval, and if printing the form is required, will transmit the request to the Printing Services Section.

REVISED FORMS

In order to process revisions to standardized forms, appropriate DWD program area approval is necessary to determine if the change is acceptable for all offices. Requests for revisions must be sent to Rick DesJarden for processing through the Indiana Commission of Public Records. A sample of the revised form must be sent with a Print Request (Form 2800) to Rick DesJarden, Office Services, RM SE016, 10 N. Senate Avenue, Indianapolis IN 46204. Rick will obtain the Commission's approval, and if printing the form is required, will transmit the request to the Printing Services Section.

ELECTRONIC USE OF FORMS

Staff place copies of forms on the Admin LAN that are not up-to-date. Staff then download to their PCs, and out dated editions are never corrected. To assure everyone is using the most current edition of an authorized form, there must be adequate coordination. Staff wishing forms placed on the Internet or on the LAN must coordinate this activity with Rick DesJarden in Office Services to assure the forms have the Indiana Commission on Public Record's approval and revisions are current editions.

Action: Managers and Supervisors will instruct staff of this policy.

Any questions regarding this policy or procedures should be directed to Darrell Smith, Office Services, 317.232.7351 or Rick DesJarden, 317.233.8776.